

DEVELOPMENT SERVICES NEWSLETTER

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- **MISSION STATEMENT:**
“Our Mission is to encourage and promote safe, quality development and construction in the City of Salina.”

- **UPCOMING BUILDING ADVISORY BOARD MEETING DATES:**

May 13
June 10
July 8

BAB Meetings are at 4:00 p.m. in Rm. 107 of the City County Building at 300 W. Ash.

STAY INFORMED AND STAY INVOLVED:

Subscribe to mailing lists from the City’s website and keep up to date with:

- BAB meeting agendas
- Code Changes and Administrative Interpretations
- Continuing Education Opportunities

Go to www.salina-ks.gov, click on Mailing Lists and subscribe!

**Be
Safe!**



Property Maintenance

The Property Maintenance Code, found in Chapter 31 of the Salina Municipal Code was adopted by the Salina City Commission in 2013. This code addresses issues, regulations and expectations for maintenance of all properties in the city limits of Salina.

The code applies to all structures and premises and contains minimum requirements and standards for premises, structures, equipment and facilities relative to light, ventilation, space, heating, sanitation, protection from the elements, life safety, fire safety and other hazards, and for safe and sanitary maintenance. The code also addresses the responsibility of owners, operators, occupants and tenants; the occupancy of existing structures, and the administration, enforcement and penalties.

The Development Services staff of inspectors and code enforcement officers enforces the property maintenance code. Staff works with property owners and tenants with a goal of obtaining voluntary compliance.

The Property Maintenance Code (PMC) focuses on these areas:

- *Tall grass & weeds (growth exceeding 8” is a violation)*
- *Trash, debris and garbage (accumulation and proper disposal)*
- *Inoperable vehicles (includes unregistered vehicles)*
- *Proper outside storage of unused items*
- *Furniture in yard and outside of the dwelling that is not intended for outdoor use*
- *Defacement of property, such as graffiti*
- *Parking on unimproved surfaces*
- *Deteriorated housing conditions*
- *Structural defects*
- *Grading & drainage*
- *Public sidewalks and driveway approaches*
- *Snow removal from public (ROW) sidewalks*
- *Trees overhanging public sidewalks*

Property maintenance also applies to active construction sites, with regard to mowing and trimming grass and/or weeds; proper storage of construction materials; and daily clean up of construction debris and trash. To access the Property Maintenance Code in its entirety, please visit the City of Salina website, www.salina-ks.gov, and click on “City Code”.

NEWS, NOTES & REMINDERS



Code Reminders Re-Roofing Your Home

Is a Permit Required?

In the City of Salina, a permit is not required for the replacement of the roof covering; which on homes is generally paper and asphalt shingles. If there will be replacement of any portion of the roof structure, then a permit and inspection is required.

Are there code requirements for re-roofing?

There are code requirements as specified in the 2006 International Residential Code for One/Two Family Dwellings (Chapter 9, Roof Assemblies, Section R907). This code section can be found on the city's website at www.salina-ks.gov, click on Building Services, click on "Roofing Code".

Can new asphalt shingles be installed over old shingles?

The currently adopted building code requires all old asphalt shingles to be removed. There are also code requirements regarding the use of other types of roofing materials.

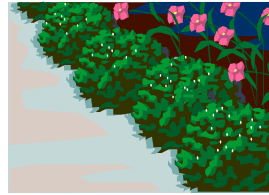
Is a licensed contractor required to do the work?

Although a permit is not required for re-roofing, a licensed contractor is required to perform the work. *Exception:* The owner/occupant of a one or two family dwelling can perform the work himself. The type of license required for re-roofing work is a Class A, B, C Building Contractor or a Specialty Roofing Contractor. For a list of currently licensed contractors, please contact the City Clerk's office at 785-309-5735



1. Project Number
2. Address
3. Contractor's Name
4. & Type of Inspection...

...is what we need to schedule your requested inspection.



Landscaping is Part of the Project

In many cases, the only punch list item remaining for a development/construction project is the landscaping. The general contractor, in partnership with the developer and the landscape designer/installer is responsible, for completing the landscaping prior to issuance of a Certificate of Occupancy. If landscaping cannot be completed due to specific circumstances, such as weather, the option of entering into a Compliance Agreement (usually with a financial guarantee) is available to the owner, developer or contractor. By executing a landscape compliance agreement, and assuming there are no other outstanding code issues or punch list items, the Certificate of Occupancy can be issued for the permitted project. All projects are expected to have their landscaping completed according to the approved plans prior to the end of the next planting season, typically mid-May.



KEEP IT CLEAN! Reminder to All Contractors

KEEP YOUR CONSTRUCTION SITES CLEAN

This includes daily clean up including clearing the site/area of trash and construction debris as well as mowing or trimming grass and weeds as needed throughout the construction period.

Please be mindful of your area neighbors who find it extremely frustrating to continually pick up trash and debris that blows into their yards from construction sites.

If a citizen files a complaint or an inspector discovers trash and debris not being contained or grass and weeds not being mowed, a written notice of violation will be issued to the property owner for any confirmed code violations.

THANK-YOU!

Continuing Education

Class A, B, C, D Licensed Contractors:

The designated qualified individual, **as declared on the City of Salina license**, for a Class A, B, C and D contractor is required to obtain six (6) hours of continuing education per year; 18 hours over a 3-year licensing cycle. **Three (3) hours per year, or 9 hours over a 3-year licensing cycle, must be code hours.** The content of the class must be related to a building code such as IBC, IRC, UMC, UPC, IFC, NEC, IPC, IMC and ADA Regulations. Because the City of Salina licensing period is 3 years, we allow you the flexibility of obtaining your continuing education anytime over that 3 year cycle. City of Salina requirements or allowances do not apply to any other jurisdiction in which you may be licensed.

We encourage you to obtain hours **throughout** the licensing cycle in order to avoid the "last minute panic" of finding enough classes to provide the required hours before your license expires.

For those of you, who initially obtained your license as a **provisionally licensed contractor**, please remember that if your license is not, or cannot be renewed, for any reason you must designate an individual, who can meet the requirements of a qualified individual, to take and pass the appropriate test in order for you to continue to be licensed.

If the declared qualified individual becomes disassociated with the business for any reason you must notify the City Clerk's office within 30 days and obtain a new qualified individual, who meets the code requirements.

Master/Journeyman Skilled Trades:

A master or journeyman licensed skilled-trades individual (Plumbing, Mechanical, Electrical trades) is required to obtain six (6) hours of continuing education per year; 18 hours over a 3-year licensing cycle. **Three (3) hours per year, or 9 hours over a 3-year licensing cycle, must be code hours.** The content of the class must be related to the code for which the individual is licensed. For example, a master electrician must obtain 3 hours per year (or 9 over a 3-year licensing cycle) of NEC code hours. Because the City of Salina licensing period is 3 years, we allow you the flexibility of obtaining your continuing education anytime over that 3 year cycle. City of Salina requirements or allowances do not apply to any other jurisdiction in which you may be licensed.

We encourage you to obtain hours **throughout** the licensing cycle in order to avoid the "last minute panic" of finding enough classes to provide the required hours before your license expires.

General Information about Continuing Education Classes

- All classes are subject to approval by the Building Official.
- Education credit is normally not approved for courses taken to prepare to take a test for the purposes of licensing.
- Business classes, including but not necessarily limited to tax preparation, book-keeping, workers compensation, personnel management training are not approved for continuing education credit.
- If you find a course that you are interested in taking and you would like to know if it qualifies for your required continuing education hours, please bring the flyer, registration form or any other detailed information about the course to the Building Official (or email us at building.services@salina.org). The Building Official will review the information and let you know if it qualifies for continuing education hours.
- You must obtain a certificate or written statement indicating the date of the class, title of the class, class content in general, the company/individual/association who presented the class, number of classroom hours, your name as attendee, and the code version (if the class was for code credit). If you don't have documentation that meets these requirements, you will not be given credit for the class.
- It is your responsibility to maintain a file of all certificates and present them to the City Clerk at the time of license renewal.

City of Salina staff is committed to providing some continuing education classes every year. Notifications are sent via email. If you have not signed up to receive those emails (or if your email address has changed since you originally subscribed) please go to the city's website at www.salina-ks.gov, click on "Mailing Lists" and sign up for continuing education notices. We recommend that contractors also sign up for the Development Services Newsletter, Building Advisory Board agenda notices, and Code Amendment notices.

(Sources of Continuing Education, Page 4)

**Building Services Division
Planning Division**
300 W. Ash, Room 201
P.O. Box 736
Salina, KS 67402-0736

Phone: Building Services
785-309-5715
email: building.services@salina.org

Phone: Planning
785-309-5720

FAX: (785) 309-5713

Visit the City Website
at www.salina-ks.gov

Building Advisory Board Update

Board Members / Board Position:

Don Marrs, Chairman (architect)
Daryl Bixby, Co-Chairman (B or C contractor)
Jim Manley (engineer)
Mike Flory (realtor)
Vernie Stillings (A or B contractor)
Carlin Zuker (licensed electrician)
Mike Prester (Mechanical / HVAC contractor)
Gary Palmateer (master plumber)
Ryan White (electrical contractor)
Jim Ravenkamp (journeyman or master mechanical tradesman)
Vacant Position (plumbing contractor)

If you would like to present an item to the Building Advisory Board, please contact:

- Kelly Shotigian at kelly.shotigian@salina.org.
- Gary Hobbie at gary.hobbie@salina.org

Sources of Continuing Education

These are suggested sources for you to use in finding continuing education classes. This list does not represent all possible sources.

KPHCC / Kansas Plumbing, Heating, Cooling Contractors Association, Inc. www.phccks.org **316-943-7100**

IAPMO / International Association of Plumbing and Mechanical Officials www.iapmo.org **800-854-2766**

ICC / International Code Council www.iccsafe.org or call **1-800-423-6587**

Salina Chapter IAPMO – presents local continuing education from time to time.
Call Mike Bachofer, **785-493-2323** or Robert Ochoa, **819-6682**

Johnson County, Kansas - Johnson County has developed a continuing education program; www.jocogov.org
From the home page, click on departments, contractor licensing, then education & classes or call **913-715-2233**

Colorado Chapter ICC – offers a week long agenda of code classes "The Denver Tech Institute" – usually around the first week of March – www.coloradochaptericc.org click on "Education", then "Education Institute".

Salina Technical College – Continuing Education is offered from time to time, and is usually in the evening.
www.salinatech.edu or call **785-309-3100**. (best to call for information)

Kansas Trane sponsors and presents continuing education; www.kansastrane.com, or call **316-265-9655**

American Red Cross - www.northcentralkansas.redcross.org or call **785-827-3644** – The Red Cross sponsors CPR or First-Aid courses (*Limit of 6 hours total in a 3 year licensing period for these types of classes*)

Online continuing education will be considered for continuing education credit, provided the Building Official has approved the on-line course.